



Date: June 1, 2012

Subject: Collection & Dissemination of Social Security Number Policy and Procedures

The Florida Legislature adopted new requirements relating to the collection and dissemination of Social Security numbers by all agencies in Florida, including cities, under Florida Statute 119.071(5). Effective October 1, 2007, said statute requires that cities adopt a Social Security Number Collection Policy.

The following constitutes the City of Inverness Policy and Procedures as required under Florida Statute 119.071(5):

Section 1. Collection of Social Security numbers by the City of Inverness.


Any individual from whom a Social Security number is requested shall be provided with a printed notice of purpose for collection of Social Security numbers, attached hereto as "Exhibit A" and titled **SOCIAL SECURITY NUMBER COLLECTION POLICY NOTICE**, as well as a copy of this Policy.

- (a) All appropriate boxes on the Social Security Number Collection Policy Notice must be checked.
- (b) A copy of the Social Security Number Collection Policy Notice will be retained within the department issuing said Notice.

Section 2. Public Records Request of Social Security Numbers by a Commercial Entity.

- (a) Requests for Social Security numbers must be made as outlined under Florida Statute 119.07(5) with the purpose for the collection of Social Security numbers clearly stated.
- (b) Said written notice must include the name of the requesting commercial entity.
- (c) Requests must be forwarded to the City Clerk for handling.
- (d) The City Clerk, on behalf of the City of Inverness, shall, by January 31st of each year, identify all commercial entities that have requested Social Security numbers during the proceeding calendar year, and the specific purpose or purposes stated by each commercial entity regarding its need for Social Security numbers in a report that is filed with the Executive Office of the

Governor, the President of the Senate and the Speaker of the House of Representatives. If no such disclosure requests were made in the proceeding year the City Clerk shall indicate same on said report.



Frank DiGiovanni, City Manager

EXHIBIT "A"

**CITY OF INVERNESS
SOCIAL SECURITY NUMBER COLLECTION POLICY NOTICE**

You are being provided this written policy for one or more of the purposes checked below per Section 119.07(5), Florida Statutes.

THE CITY OF INVERNESS, FLORIDA, COLLECTS SOCIAL SECURITY NUMBERS FOR THE FOLLOWING PURPOSES:

- ☒ Classification of accounts, identification and verification, credit worthiness, billing and payments, data collection, reconciliation, tracking, benefit processing, and tax reporting;
- ☐ Employee benefit processing and reporting
- ☒ To facilitate collection of debts on past due accounts including utility customers
- ☐ To render IRS Form 1099 to persons for whom Federal law requires the City is issue that form
- ☒ To conduct credit checks on potential utility customers
- ☒ To verify identity
- ☐ To conduct background checks on possible vendors, employees or independent contractors
- ☐ For the following purposes related to Human Resources Department
 - (a) Applicant Tracking
 - (b) Child Support Enforcement
 - (c) Internal Revenue Service Levies
 - (d) Insurance coverage
 - (e) Payroll deductions
 - (f) Pension and benefits
 - (g) Workers Compensation
 - (h) Verification of employment
 - (i) Unemployment taxes and quarterly reports
 - (j) Collection and remittance of taxes
 - (k) Personnel Identification
 - (l) Family Medical Leave Act
 - (m) General personnel matters

Social Security numbers are also used as a unique numeric identifier and may be used for search purposes. Social Security numbers will not be disseminated to the public except as provided by applicable State of Florida and Federal law as now in effect or as hereafter amended.

The City of Inverness will only use your social security number for the purpose for which it was collected.

The City of Inverness will not:

- (a) Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- (b) Public post or publicly display your SSN
- (c) Print your SSN on any card required for you to access our services;
- (d) Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- (e) Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

Questions or complaints about this Statement of Purpose?

Write to:

The City of Inverness
Director of Finance
212 W. Main Street
Inverness, FL 34450

Or call: 352-726-5016 to speak with the Director of Finance or Assistant Finance Director

Signature

Date

Printed name

Witness – Representative City of Inverness



**CITY OF INVERNESS
APPLICATION FOR COMMERCIAL SERVICES**

OWNER/TENANT INFORMATION

Name (First, Middle, Last)		SSN/Tax ID	
Driver License #/State		Date of Birth	
Co-Applicant Name (First, Middle, Last)		SSN/Tax ID	
Driver License #/State		Date of Birth	
Tenant <input type="text"/>	Date of Lease	Owner <input type="text"/>	Closing Date
		Business License #	
Telephone	Cell	E-mail	
Service Location			
Mailing Address			
City		State	ZIP Code
Service Start Date			
Emergency Contact Name		Telephone	
# Commercial Units on Acct		Names of Businesses on Acct:	

LANDLORD INFORMATION

Landlord Name			
Landlord Address			
City		State	Zip
Telephone	Fax	E-mail	

SANITATION SERVICE INFORMATION

Type of Service Requested:		Cart Service- # of Carts Requested	
Dumpster Service-Container Size		Dumpster-Frequency of Pick-Up	
Central Shared Dumpster (Downtown Historic Area Only) Y N			
Do you currently share sanitation services with another business?			
Shared with (Name of Business):			
Shared Business Owner Name:			
Address		State	ZIP Code
City			
TELEPHONE			
Internal Use Only		Received by	
Date Applied		Deposit Amount \$	
Acct #		Shared Services Verified by	
CID #			

SIGNATURES

Signatures	Co-Applicant:
	Date:
Applicant:	
Date:	



CITY OF INVERNESS SANITATION CONTRACT

Office Use Only

Utility Account Number

Date Received

Completed forms should be returned to the City of Inverness Finance Department, 212 W. Main Street, Inverness, FL 34450, emailed to finance@inverness-fl.gov or faxed to 352-726-5534. Customer Service hours are Monday through Friday from 8 am to 5 pm. A customer service representative may be reached at 352-726-5016.

The undersigned, owner or agent, resident or occupant of the business or building located at _____, hereby applies for sanitation service to that premise for commercial, use; to be effective _____; for such sanitation service, I, as owner, agent, or occupant, agree to pay, at the scheduled rates, until and unless notice in writing is given to the City of Inverness that service is to be discontinued, for whatever period of time.

The undersigned agrees to conform to all of the rates, rules and regulations of the City of Inverness for sanitation service that are now or hereafter enforced, and which are made part of this contract including agreement to pay the prescribed charge for any restoration of service.

The undersigned also agrees to pay sanitation fees and further agrees that all charges for sanitation services, as they may become due from time to time, shall be and are hereby made a lien upon the above property, together with the costs of collection, including court costs and a reasonable attorney's fee, so long as such charges remain unpaid, as between the parties to this contract.

Container Size	# Commercial Units:
Container Frequency	Business License #
Shared Dumpster Y N (Downtown Historic Area Only)	Deposit Amt:
Customer Name – Please Print	Contact Name – Please Print
Customer Phone #	Contact Phone #

SANITATION CONTRACT

Deposits:

Commercial Deposit—2 Month's garbage service, no less than \$50.00

Payment of Bills and Fees:

Sanitation bills are added to the utility water bills each month and governed in accordance with the utility billing and sanitation ordinances.

- Automatic bill payment available from checking & savings accounts by filing a Direct Debit Form.
- Payments may also be placed in the drop box in front of Inverness Government Center, 212 W. Main Street, Inverness, Florida 34450.

Bills for monthly charges and fees herein mentioned shall be mailed by the City to the consumer on the last regular business day of the month. Said bills shall be due and payable immediately and following mailing to the consumer. **If the bill remains unpaid at the close of the City's business day on the 20th day of the month, the City shall charge a late penalty fee of fifteen dollars (\$15.00) on the twenty-first day of the month.** However, should the twentieth day of the month fall on a Saturday, Sunday, or legal holiday as defined in the Florida Statutes, Section 683.01, or any local holiday declared by the City then, in that event, the consumer shall have until the close of the City's next regular business day to pay said bill without late penalty fee in addition to a separate fee for the water utility account

Disconnection for non-payment of past due balances:

Consumers who have not paid their bills by the end of the month will have any past due sanitation charges added to the then current charges plus the late penalty fee. **If the past due charges plus the late penalty fee are not paid by the seventh (7th) day of the following month, the city shall discontinue the consumer's water service on the next business day.** However, should the 7th fall on a Saturday, Sunday, or legal holiday as declared by the City, then in that event, the consumer shall have until the close of the City's next business day to pay said bill. All consumers who have their water discontinued for the late payment of sanitation charges will be charged a forty dollar (\$40.00) shut-off fee in addition to a separate fee for the water utility account.

Once turned off for non-payment, a consumer's water service shall be reinstated only after full payment of all water and/or sewer charges long with sanitation charges currently owed along with the late penalty fee and the shut-off fee.

Termination of contract for service:

An applicant for water and/or sewer service along with sanitation may terminate his contract for such service at any time by giving notice in writing to the City, and paying all amounts due for services up to the date of receipt of such notice by the City. But in case notice is not given or the bills due for service are not paid, then he shall continue to be liable for all services rendered thereafter, and for the minimum monthly rate in case no water is consumed, or sewer service rendered, even though he may vacate the unit or it may be occupied by other parties who failed to make application for service and sign a contract. The City will not accept any notices as binding unless made in writing. **Persons who give notice either orally in person or by telephone do so at their own risk.**

Witness, City of Inverness

Applicant Signature

Date

Date